

## CIVIL ENGINEER

**POSITION SUMMARY:** The Civil Engineer is responsible for performing professional engineering work, ensuring that projects are completed in accordance with acceptable laws, codes, ordinances and accepted practices. The Civil Engineer shall be fully competent in all conventional aspects of Civil Engineering as it applies to municipal projects and problems. Plans and conducts work requiring judgment in the independent evaluation, selection, and adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered.

**SUPERVISION RECEIVED:** Work is performed under the Assistant Director of Public Works Engineering. Independently performs most assignments with instruction as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval of proposed plans and reports.

**SUPERVISION EXERCISED:** May supervise the work of technicians and others who assist in specific assignments.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Designs and performs construction management of City projects including paving, roadway improvements, water mains, sewers, culverts, building demolition, bridge work, and other major renovations.
2. Performs site plan reviews and site inspections. Reviews plans submitted by consultants to ensure compliance with City specifications, codes, and conformity with established practices and standards.
3. Facilitates the permit process by explaining and interpreting relevant codes and ordinances, clarifying procedures, and directing applicants through the process. Prepares permits for utilities, concrete and other permits as warranted. Maintains technical records, construction drawings, site plans, plats, and other documents. Performs research and provides information as requested.
4. Keeps abreast of changing regulations and policies and other developments in the engineering field through continued education and professional growth. Pursues training and continuing education to stay abreast of current practices.
5. Maintains cooperative relationships with peer agencies and other governmental units.
6. Assists in the implementation of new technology and fosters departmental transition to new or upgraded technology, including the establishment of a GIS system. Provides information and technical support to other departments and the public.
7. Conducts or attends public and community meetings on proposed projects.
8. Performs special engineering studies, and makes recommendation for action to the Assistant Director of Public Works/Engineering.
9. Investigates citizen's complaints and takes necessary action to ensure compliance with

applicable regulations and codes.

10. Performs related work as required.

**KNOWLEDGE, SKILLS, ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in civil engineering or a related field.
- B. An individual hired to this position shall be actively working to obtain a Professional Engineer's License. A Professional Engineer's License can be required.
- C. Possession of Engineer in Training Certificate (EIT) and ability to obtain a Michigan Professional Engineer's (PE) License.
- D. Knowledge of the professional public management techniques involved in personnel administration, public relations, and project management.
- E. Knowledge of the principles, practices and procedures of civil engineering and its application.
- F. Skill in interpreting, reviewing and understanding complex engineering plans to ensure safe and reliable construction.
- G. Skill in reviewing and interpreting site plans, blueprints, specifications and complex construction drawings.
- H. Ability to establish effective working relationships and use good judgment and resourcefulness when working with builders, contractors, architects, planners, property owners, the public, other professional contacts, other governmental agencies and the public.
- I. Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.
- J. Ability to work efficiently with limited supervision.
- K. Ability to communicate effectively and present ideas orally and in writing for varied audiences.
- L. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters, and responses to requests for information.
- M. Skill in the use of office equipment and technology, including computers and software programs, and the ability to master new technology.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk, hear and view construction sites or documentation. The employee frequently is required to stand; walk;

use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become loud in field situations.

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